



# IWRA

*International Water Resources Association*

[www.iwra.org](http://www.iwra.org)

## Detailed Terms of Reference to host the **XVIII** World Water Congress

DEADLINE  
FOR EXPRESSIONS  
OF INTEREST  
EXTENDED TO  
**APRIL 30<sup>TH</sup>**

The purpose of this document is to explain the process for selecting the host (Host Organization) for the International Water Resources Association (IWRA) XVIII World Water Congress and describe in detail the various roles and responsibilities.

## About the World Water Congress

The World Water Congress is a well-established and globally recognised event in the water sector that is held every two to three years under the auspices of IWRA in different cities around the world. Its objective is to provide a meeting place to share experiences, promote discussion, and present new knowledge, research results and developments in the fields of water sciences and policy from around the world. For nearly half a century, World Water Congresses have been at the vanguard of the development and identification of major global themes concerning the water agenda, while at the same time bringing together large cross-sections of up to 2,000 stakeholders who are engaged in the formulation and implementation of decisions in the water sector.

The advantages of organising the World Water Congress are many and varied, depending on the wishes and the objectives of the hosts. The Congress is one of the longest running international water events. The first Congress was held in 1973 on the theme of the “*Importance and Problems of Water in the Human Environment in Modern Times*” and, along with the ground-breaking Stockholm Declaration of 1972 and the Mar del Plata conference of 1977, served as an important milestone in the international water community’s first earnest attempts to address global water issues. Since then, the Congress has been held in various countries on every inhabited continent, each time attracting high profile international attention and bringing together major water stakeholders.

The Congress has a proven record of highlighting and addressing emerging developments and visionary ideas regarding global water management. For example, the 1994 IWRA World Water Congress in Cairo resulted in the resolution creating the World Water Council. In 2008 the process of organising the Congress helped the city of Montpellier to create the critical mass and local synergy needed among water stakeholders that eventually gave rise to the newly created National French Water Cluster. Another more recent example from 2015 is the international spotlight and momentum that the Congress brought to Scotland’s ambitious Hydro Nation programme.

The XVII World Water Congress is currently being organised with the Ministry of Environment of Korea, Daegu Metropolitan City, K-water and the Korea Water Resources Association (KWRA) and will take place from 11th May to 15th May 2020 in Daegu, Korea. The central theme will be “*Foundations for Global Water Security and Resilience: Knowledge, Technology and Data*”. The Organisers of the XVIII World Water Congress would be expected to attend this Congress and work to create links with the next Congress.

### Benefits of hosting the XVIII World Water Congress

- > **Leadership:** Generates high international focus on the host city and country regarding water resources – in particular for researchers, universities, think tanks, decision-makers, water authorities, private companies and non-government organisations.
- > **Collaboration:** Helps to build synergy within the local and national water community that facilitates cooperation, fosters a constructive dynamic, and opens new opportunities in the water sector.
- > **Reputation:** Promotes local and national water expertise on a global scale while providing a platform to contribute to international scientific and policy debates about key water issues.
- > **Revenue:** Provides economic and tourist benefits for the city through the presence of up to 2,000 Congress participants.
- > **Profile:** Promotes the city and country at the international level, underlining their capacities, research excellence, policy relevance and ability to contribute the global water sector.
- > **Reputation:** Showcases the host city and country as dedicated stakeholders in the water community, as a suitable host for international conferences and as a tourist destination.
- > **Expertise:** Enhances local and national knowledge by attracting as speakers and award recipients numerous high-level experts, well-known politicians, national delegates to major global institutions, and heads of large international organisations
- > **Networking:** Provides excellent opportunities for networking with the international water community.

## About the IWRA



IWRA is an international, non-governmental, non-political, non-profit, interdisciplinary educational and development-oriented association. It has been consistently recognised and respected as a leading advocate in advancing the understanding and management of water resources worldwide since its establishment in 1971. The members of IWRA are from all parts of the world and represent every profession and academic discipline involved in the sustainable management of the world’s water resources.

IWRA aims to build and strengthen partnerships and mechanisms to address water resource problems worldwide. It provides a global, knowledge-based forum for bridging disciplines and geographies by connecting professionals, students, individuals, corporations and institutions that are concerned with the sustainable use of the world’s water resources. The Association strongly endorses and promotes water resources education and research based on sound scientific, social and ethical principles worldwide and for all sectors of society. IWRA seeks to continually improve water resource decision-making by improving our collective understanding of the physical, ecological, chemical, institutional, social, and economic aspects of water.

### Specifically, IWRA aims to:

- Provide international, regional, and national fora for water resources issues
- Enhance the quality of knowledge used for decision-making
- Promote cutting-edge research that improves understanding of water resource issues and policy options
- Improve global access to water related information
- Facilitate interdisciplinary exchanges of information and expertise among countries and professions and
- Network with complementary organisations

### IWRA activities to achieve these aims include:

- The World Water Congress
- Publication of Water International, the official journal of the Association
- Publication of definitive books and policy briefs on different aspects of water management
- Co-sponsorship of major conferences, symposia, seminars, workshops and training courses
- Maintenance of an interactive website and media
- Organisation of webinars and virtual seminars
- Participation in and production of various research activities

# Application Process

## Step 1: Expressions of Interest

Expressions of Interest should be addressed to the President of the IWRA and emailed no later than 30<sup>th</sup> April 2019 to [office@iwra.org](mailto:office@iwra.org). Expressions of Interest can be sent by either a single organisation or a consortium of organisations that are ideally working in the field or water resource management from either a research or a policy perspective.

Expressions of Interest should be a maximum of 2 pages, stating:

- The name(s) of the host(s) of the Congress
- The venue of the Congress
- The preferred date for hosting the Congress
- The motivation to host the Congress
- The institutional resources available to support hosting the Congress
- The source of the funding for the Congress
- Acceptance of the basic terms of reference in this document

## Step 2: Full Applications

The Expressions of Interest will be reviewed by the Executive Office to ensure that they agree with the basic terms of reference, and approved candidates will be requested to submit a further full application to host the XVIII World Water Congress.

The full applications should be submitted both in digital format to [office@iwra.org](mailto:office@iwra.org) and [c.clench@iwra.org](mailto:c.clench@iwra.org) and in hard copy by registered post to **IWRA Executive Office, 51 Rue Salvador Allende, 92027 Nanterre, France** no later than 30<sup>th</sup> June 2019. The full applications should include the following:

1. An official proposal letter from the head of the bidding organisation.
2. A detailed proposal explaining:
  - a. Experience of the bidding organisation in the water sector
  - b. Examples of past events organised by the bidding organisation
  - c. Suitability of the proposed location: description of conference facilities for plenaries, concurrent sessions, exhibitors, posters, side events, press conferences, interpreter facilities and VIPs; local accommodation; transport links; technical/cultural visits; visa requirements; engagement with local community educational programmes, etc.
  - d. Key partners and links to other international water events
  - e. Proposed timetable/milestones to organise the Congress, including delivery of the website, communications, promotional material/activities, registration, etc.)
  - f. Justification for a proposed overarching theme to be agreed later with IWRA and
  - g. An explanation of how the XVIII World Water Congress can serve as a key milestone in the international water agenda and calendar.
3. A statement of financial ability and commitment:
  - a. Evidence of financial stability of the bidding organisation and capacity to finance the budget directly and/or through identified sponsors.
  - b. Proposed budget to host the Congress, including:
    - the fee to be paid to IWRA to host the Congress;
    - travel and accommodation for a site visit of the conference venue for the IWRA President, Executive Director and Chair of the International Scientific Committee at least 18 months prior to the Congress.
    - travel, accommodation and registration costs to the venue for a minimum of 20 individuals to be nominated by IWRA (e.g., keynote speakers, IWRA president and certain Board members, IWRA's Executive Director, the ICS chair, etc.).
  - c. Agreement that the entire funding for the organisation and hosting of the Congress is the responsibility of the bidder (and/or its partners) and that IWRA shall not be responsible for any financial losses incurred by the Host Organization(s) through the organisation or hosting of the Congress.
4. Acceptance of the Detailed Terms of Reference attached to this document.
5. Contact details of the bidding organisation, key contact person and team members who will work on the Congress preparation.

## Step 3: Decision by the IWRA Executive Board

Following a review of all of the applications including a period of requests for clarifications by the Congress Committee, a report to the IWRA Executive Board will be produced. The Board will deliberate and make its selection by the end of October 2019 at the latest. The decision will be made based on the ability of the proposed host(s) to fulfil the detailed terms of reference set out in the document. No bias is given to geographic location, and former host cities are welcome to apply.

## Step 4: Signing the Memorandum of Agreement

A Memorandum of Agreement will be negotiated and signed in advance of the XVII World Water Congress. In principle, the Memorandum of Agreement will be signed by both Parties to allow time for preparations prior to the XVII World Water Congress in Daegu.

## Step 5: Announcement of the Winner

The Host Organization of the XVIII World Water Congress will attend the XVII World Water Congress in Daegu to announce their successful candidature and create links for the XVIII Congress.

## Basic Terms of Reference

The applicants to host the XVIII World Water Congress must acknowledge agreement with these basic terms of reference when submitting their Expression of Interest:

- The Host Organisation shall pay a fee of €550,000 to IWRA to host the Congress, paid in agreed instalments.
- The Host Organisation shall, at its own cost, send representatives to the XVII World Water Congress in Daegu, to announce its successful candidature and to create links for the XVIII Congress.
- The Host Organisation agrees that the XVIII Congress will last for 5 consecutive days, starting on a date of its own choosing, with consideration given to the expected timing of other significant water conferences such as World Water Week, as well as any significant holidays and other global events.
- The Host Organisation shall prepare and manage the website and brochure to promote the XVIII World Water Congress, ready to go live 12-18 months prior to the Congress.
- The Host Organisation shall prepare the registration website and revised brochures ready to go live 9 months before the XVIII Congress.
- The Host Organisation agrees to hold monthly update teleconferences with the IWRA Executive Office beginning 24 months before the XVIII Congress.
- The Host Organisation (and/or its partners) agrees that it is responsible for the entire funding for the organisation and hosting of the Congress and that IWRA shall not be responsible for any financial losses incurred by the Host Organisation through the organisation or hosting of the Congress.
- The Host Organisation will collect and keep all registration and associated fees for the Congress (including stands), as well as any sponsorship that they are able to secure.
- The Host Organisation agrees to arrange and pay for a site visit of the conference venue for the IWRA President, Executive Director and Chair of the International Scientific Committee at least 18 months prior to the XVIII Congress.
- In addition to the hosting fee, the Host Organisation agrees to cover Congress registration fees, hotel costs, and travel costs for a minimum of 20 individuals to be nominated by IWRA (e.g., keynote speakers, IWRA president and certain Board members, IWRA's Executive Director, the ICS chair, etc.).
- The Host Organisation agrees to work with the IWRA Executive Office to prepare official invitations for VIP and key-note speakers at least 12 months prior to the XVIII Congress.

## Detailed Terms of Reference

Applicants to host the XVIII World Water Congress must elaborate on the delivery of these detailed terms of reference when submitting their Full Application:

### Organisational structure

Typically, the Congress is organised by a National Organising Committee (NOC) consisting of various local stakeholders and supported by locally run Congress Secretariat. The NOC is chaired and/or co-chaired by individuals nominated by the Host Organisation. An International Scientific Committee (ISC) is created to manage content, with half the ISC members being identified by the NOC and half by IWRA. IWRA selects the Chair of the ISC.

### Management and coordination

The Host Organisation is responsible for:

- Overall coordination of the Congress
- Liaison with IWRA Executive Office
  - Checking of precedent and procedures
  - Distribution of NOC minutes to IWRA on a regular basis
  - Monthly teleconferences with IWRA
  - Advance review of principal print items
  - Ad-hoc communication as required
- Financial control, budget and accounting
  - Drafting and updating the budget
  - Opening bank accounts
  - Meeting local or government tax law commitments
  - Keeping books of account
  - Monitoring cash flow and funding accounts
  - Checking bank statements
  - Checking invoices and paying accounts
  - Monitoring expenditure within the approved budget
  - Control of financial contribution and sponsorship funds
  - Receiving registration fees and other income
  - Monitoring non-payments
  - Advising on insurance needs (Public Liability and Abandonment)
  - Advising on transfer of funds (country to country)
  - Investing surplus funds for revenue
  - Producing final accounts

### Press

The Host Organisation is responsible for:

- Mobilising the press and media
- Accreditation to attend the Congress
- Advance newsletters
- Press releases
- Press briefings
- Press officer
- Post-Congress press releases
- On-site arrangements

### Promotion and communications

The promotional material, publicity, publications and website should be proposed by the Host Organisation and approved by IWRA. Publications typically include (but are not limited to):

- Save the Date announcements and Calls for Papers
- Posters and brochures
- Programme
- Congress Proceedings
- Participant lists
- Final Reports

The related tasks include (but are not limited to):

- Creation of a logo and choice of colour scheme for print
- Design of layout
- Standard and extent of each print item
- Collation and production of "copy" for each print item
- Translation of "copy" for each print item into the official languages
- Establishing and maintaining print deadlines
- Proof-reading in all languages
- Liaison with print companies on deliveries
- Liaison with printer, packer and mailers on distribution both before and during the Congress
- Deadlines for distribution of promotional materials will be agreed with IWRA, and IWRA commits to aiding the Host Organisation to mobilise the media/press and other international organisations.

## Websites

- The XVIII World Water Congress website will be an important mechanism to communicate about the Congress and to interact with participants. The Host Organisation is responsible for creating and maintaining this website, which will contain
  - Promotional material
  - Information on how to register
  - The Congress Programme
  - Practical informational regarding accommodation, transport, access, etc.
- IWRA has a web-based platform used in previous congresses to receive, store and manage abstracts, articles and presentations. It is preferred that this platform be integrated in to the website for the Congress, unless the Host Organisation has an existing platform already integrated into their system. All material received is to be copied to the IWRA following the Congress, and IWRA will hold the intellectual property rights to all Congress-related materials.

## Themes

- The overarching theme for the Congress will be decided by the Host Organisation in agreement with IWRA
- The sub-themes will be proposed by the ISC.
- The proposed sub-themes may be modified depending on future liaison between the Host organisation, the ISC and IWRA. The final sub-themes are subject to final approval by IWRA.

## Session, Content and Author Management

- The ISC is responsible for the design, proposal and organisation of sessions and content – including author management.
- IWRA will organise the following activities that must be incorporated into the programme:
  - Ven Te Chow Plenary Lecture
  - An awards ceremony
  - The IWRA General Assembly
- The selection of special sessions is the responsibility of the ISC with the cooperation and assistance of the Host organisation.
- The organisation of side events is the responsibility of the IWRA Executive Office with the cooperation and assistance of the Host organisation.

## Technical expositions

Conditions for technical expositions are proposed by the Host Organisation with final approval by IWRA. The proposal should include a complementary, fully-equipped stand for IWRA.

## Technical visits/Field trips

The Host Organisation is responsible for:

- Choice of visits and organisers
- Invitations and ticketing
- Liaison with organisers
- Arrangements, coaches, guides, meals

## Facilities

Depending on the final programme, for guidance purposes, space requirements typically include:

- A plenary room for all attendees
- A minimum of 5 rooms for parallel sessions with space for 100 attendees in each one
- Additional rooms for parallel special sessions and side events
- Meeting room for full day meeting of IWRA Executive Board one day in advance of the Congress
- Coordination room for the IWRA & ISC
- Coordination room for the NOC
- A VIP reception room
- Breakout space for meetings of participants
- Space for press
- Space for technical exposition
- WIFI/Internet space

## Language/Translation

The IWRA Congress and all related material must be in English. Additional languages may also be used depending on the participants involved and the translation services provided.

## Gala dinner and social programme

The Host Organisation has the following responsibilities:

- Overall responsibility for programme choices – VIP dinner, general welcome reception, concert, gala dinner, etc.
- Financial responsibility for these events (either through ticketing or sponsorship)
- Procedures for opening and closing ceremonies
- Guest and VIP lists (local and international)

- Official functions – open & closed events
- Other official functions – President's lunch or dinner, government hospitality, executive or speaker's lunch, etc.
- Accompanying guests programme
- Pre- or post-Congress tours
- Related social events – hospitality by embassies and exhibitors

## Accommodation

The Host organisation is responsible for:

- Negotiating favourable rates for a range of hotels to be offered in different price categories
- Agreement/contracts with hotels and colleges
- Liaison with hotels and colleges, notification, rooming lists, deposits, cancellations

## Registration Management

The Host Organisation is responsible for:

- Registration procedure
  - Deciding on the registration fees to attend the Congress in consultation with IWRA (NB.: all non-members of IWRA attending the Congress gain a 12-month membership, and the difference between the two fee rates is paid to IWRA to cover their membership.)
  - Setting-up an online and computerised registration system
  - Organisation and supervision of congress bags, badge production, pre-ordered tickets
- Advance registrations
  - Receipt and monitoring of paid registration fees
  - Maintenance of registration fees bank account
  - Issuing of confirmations and receipts
  - Handling cancellations and refunds
  - Collecting unpaid fees
  - Repayment of overpayments received
- On-site registrations
  - Setting-up desk registration system
  - Cashier arrangements
  - On-site ticketing, name badges, distribution of papers and congress kits
  - Addendum to participant list

## Governance and Working Bodies

The governance and working bodies for the Congress will be initiated not later than 18 months prior to the XVIII World Water Congress. They will include the following:

### i. The International Scientific Committee (ISC):

IWRA and the Host Organisation shall together appoint the ISC of the Congress. The ISC will consist of a maximum number of 24 members who shall represent a large diversity of continents, countries, disciplines and experiences. The Chair of the ISC shall be appointed by the President of IWRA.

The ISC will be responsible for all the arrangements related to the technical content of the XVIII Congress, including but not limited to the following:

- final selection of the Congress theme and topics
- preparation of the calls for abstracts and selection of papers for oral and poster presentation, as well as author management
- determining the time schedule for the different technical sessions
- approval of the final programme of the XVIII Congress
- selecting the special sessions and side-events (with the cooperation and assistance of the IWRA and the Host organisation)
- selecting keynote speakers (with the cooperation and assistance of the IWRA and the Host organisation)

The ISC will work in consultation with the NOC and at least one representative of the NOC will serve on the ISC. The Chair of the ISC will be invited to the meetings of the Executive Board of IWRA. One liaison member from the local Congress Secretariat and at least one representative of IWRA Executive Office will be invited to ISC meetings.

### ii. The ISC Bureau

A Bureau will be created within the ISC. It will consist of the ISC chair, 3 members appointed by IWRA and 3 members appointed by the Host organisation. The ISC Bureau will be responsible for preparing and executing the decisions of the ISC. It will work in close relation with the Congress Secretariat of the NOC and the IWRA Executive office. One liaison member from the Congress Secretariat and at least one representative of the IWRA Executive Office will be invited to all ISC Bureau meetings.

### iii. The IWRA Executive Board and Executive Office (EO)

The IWRA Executive Board will organise the following activities, which must be included within the programme:

- the Ven Te Chow plenary lecture
- the plenary awards ceremony
- the IWRA General Assembly

Procedures for the opening and closing ceremonies will be decided jointly by IWRA and the Host Organisation.

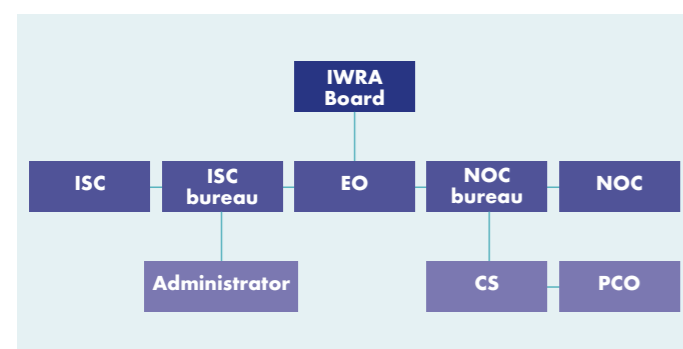
#### iv. The National Organizing Committee (NOC)

The local organization of the XVIII Congress is managed by a NOC consisting of representatives of the Host Organisation(s) supported by national and local institutions involved in water related issues. The members and the Chair of the NOC shall be appointed by the Host Organisation. The NOC will coordinate the efforts in all aspects of the XVIII Congress to be delivered by the Congress Secretariat, and shall elect its own Bureau. The NOC will be independent of but work in coordination with the ISC.

#### v. The Congress Secretariat (CS)

Based in the host city, the Congress Secretariat will act as the implementing body of the XVIII Congress. The Secretariat will be initiated by the Host Organisation in time to have all key personnel in place at least 18 months prior to the XVIII Congress. As the working language of the Congress is English, officials should be able to communicate adequately in English. The Secretariat Executive Director (SED) should have experience in the organization of international events, such as the World Water Congress, and have sufficient seniority to readily access the appropriate decision-making levels within the Host organisation and other relevant partner institutions. The Secretariat will be responsible for the implementation of ISC decisions and the coordination of all activities in support of the Congress, in accordance with the MoA. The appointment of Congress Secretariat officials will be made by the Host Organisation. The Congress Secretariat may employ the services of a professional conference organiser (PCO).

Logistics, finance, exhibition spaces, communications and marketing, cultural and social activities will be coordinated by the Congress Secretariat under the guidance of the ISC and the NOC. An overall work plan with critical pathways and resource strategy related to these activities will be prepared by the Congress Secretariat and approved by the ISC Bureau not later than 14 months prior to the Congress.



It should be noted that it is impossible to detail all of the actions required to organise the congress several years before it is held. Therefore, the lists above are not exhaustive. The Host Organisation is requested to accept the responsibility of organising all additional necessary activities in order to ensure a successful congress.

The Secretariat will send a progress report to the IWRA Executive Office:

- 18 months prior to the first day of the XVII Congress
- 12 months prior to the first day of the XVII Congress
- 6 months prior to the first day of the XVII Congress
- 3 months prior to the first day of the XVII Congress
- 1 month prior to the first day of the XVII Congress.

These progress reports, done either in writing or through formal videoconference meetings, shall provide a description of the activities, timetable and deadlines, budget status, current pre-registration and registration list of participants. In addition, the Congress Secretariat will liaise with the IWRA Executive Office at least monthly via teleconference (and at least twice a month during the last four months prior to the XVIII Congress).

#### Congress Registration Fees at the past 4 Congresses

The Host Organization is responsible for setting the Congress registration fees. For information and guidance, the following chart provides the registration fees for the past four Congresses.

Congress	Standard Registration	Weekly Rate*
XIII World Water Congress, Montpellier, France, 2008	IWRA Member	500 EUR
	Non-member	600 EUR
XIV World Water Congress, Porto-de-Galinhas, Brazil, 2011	IWRA Member	1,150 BRL
	Non-member	1,380 BRL
XV World Water Congress, Edinburgh, Scotland, 2015	IWRA Member	435 GBP
	Non-member	525 GBP
XVI World Water Congress, Cancun, Mexico, 2017	IWRA Member	325 USD
	Non-member	375 USD

\*Student rates, day rates, discounts for early registration and developing countries could also be offered.

## History of the World Water Congress

World Water Congress	Location	Dates
I	<b>Importance &amp; Problems of Water in the Human Environment in Modern Times</b>	
	1973	Chicago, Illinois, U.S.A. 24-28 September
II	<b>Water for Human Needs</b>	
	1975	New Delhi, India 12-16 December
III	<b>Water for Human Survival</b>	
	1979	Mexico City, Mexico. 23-27 April
IV	<b>Water for Human Consumption: Man &amp; his Environment</b>	
	1982	Buenos Aires, Argentina 5-9 September
V	<b>Water Resources for Rural Areas &amp; their Communities</b>	
	1985	Brussels, Belgium 9-15 June
VI	<b>Water for World Development</b>	
	1988	Ottawa, Canada 29 May - 3 June
VII	<b>Water for Sustainable Development in the 21st Century.</b>	
	1991	Rabat, Morocco 13-18 May
VIII	<b>Satisfying Future National &amp; Global Water Demands</b>	
	1994	Cairo, Egypt 13-18 May
IX	<b>Water Resources Outlook for the 21st Century: Conflicts &amp; Opportunities</b>	
	1997	Montreal, Canada 1-6 September
X	<b>Sharing and Caring for Water</b>	
	2000	Melbourne, Australia 12-16 March
XI	<b>Water Resources Management in the 21st Century.</b>	
	2003	Madrid, Spain 5-9 October
XII	<b>Water for Sustainable Development, Towards Innovative Solutions</b>	
	2005	New Delhi, India 22-25 November
XIII	<b>Global Changes &amp; Water Resources: Confronting the Expanding &amp; Diversifying Pressures</b>	
	2008	Montpellier, France 1-4 September
XIV	<b>Adaptive Water Management: Looking to the Future</b>	
	2011	Porto-de-Galinhas, Brazil 25-29 September
XV	<b>Global Water, a Resource for Development: Opportunities, Challenges &amp; Constraints</b>	
	2015	Edinburgh, Scotland 25-29 May
XVI	<b>Bridging Science &amp; Policy</b>	
	2017	Cancun, Mexico 29 May-3 June
XVII	<b>Water and Sustainable Development</b>	
	2020	Daegu, Korea 11-15 May



IWRA

## Further Questions

The IWRA Executive Office is happy to field any questions on hosting the XVIII World Water Congress.

**Please contact:**

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